

PONDEROSA PEDIATRICS P.L.C.
JOB DESCRIPTION

POSITION TITLE: Pediatric Nurse Practitioner

REPORTS TO: Practice Administrator

POSITION GOAL:

The primary purpose of this position is to advance and support the clinical goals and objectives of the Practice by working cooperatively and compassionately to effectively and efficiently assess, plan, and provide comprehensive patient care independently or in autonomous collaboration with the Medical and Administrative Staffs.

NATURE AND SCOPE:

This position is an essential and highly visible position within the Practice that requires close working relationships with the Medical, Administrative, and Support Staffs to safely and effectively assess, plan, and provide comprehensive medical care to patients.

The incumbent receives very general guidance with respect to overall objectives. Work is usually quite independent of others, relying on extensive experience and professional judgment to plan and accomplish goals. Requires operating within Practice policy guidelines while using independent judgment to achieve assigned objectives.

QUALIFICATIONS:

Successful performance in this position requires national Board Certification in Pediatrics based on RN licensure and state authority for advanced practice. The position requires CPR certification, and familiarity with advanced concepts, practices, and procedures within Pediatrics. Basic personal computer skills are necessary.

In addition, the incumbent must be able to or possess:

- Read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, professional journals, technical procedures, procedure manuals and governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints, write reports, business correspondence, and procedures.
- Effectively present information and respond to questions from patients, parents/guardians, Medical, Administrative, and Support Staffs, and external clients, customers, or vendors.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form, and deal with several abstract and concrete variables.
- Prioritize and handle multiple tasks.

- Perform light physical activity of a non-strenuous, productive/technical nature that includes sitting, standing, or walking over 2/3's of the time, with occasional stooping, kneeling, or crouching, climbing or balancing.
- Manual dexterity sufficient to reach/handle items, work with fingers, and perceive attributes of objects and materials.
- Physical ability to talk, hear, or see with or without reasonable accommodations.
- Physical ability to occasionally lift up to 25 pounds with or without reasonable accommodations.

DUTIES AND RESPONSIBILITIES:

- Provide comprehensive physical examinations, diagnosis, treatment and counseling of pediatric patients under the direction of physician(s).
- Perform patient assessments and document appropriately in the medical record including past history, complaints, current status, and vital signs.
- Perform health record reviews.
- Order and review lab and x-rays results, with follow-up on test/procedure results and referrals according to Practice protocol.
- Direct, manage or perform in-office specimen collection (i.e., urine clean catch, catheterization).
- Assist with, perform, or refer patients for in-office procedures (i.e., circumcision, ear lavage, toe nail removal).
- Direct, manage, or perform in-office laboratory tests (i.e., quick strep, dip-stick urine), immunizations, allergy shots, vision and hearing tests, peak flow, and SVN treatments according to Practice protocol and document in the medical record.
- Assist with triaging patients (in-office and phone) according to Practice protocol.
- Assist with or take evening or weekend on-call as specified within employment contract.
- Complete regulatory, payer-required, and practice-defined forms (i.e., WIC forms) as required.
- Direct, coordinate, and support patient, parent/guardian, and staff, education and preventative medicine endeavors.
- Assist with training nursing staff on Practice policies, procedures, and protocols.
- Prescribe pharmaceuticals per state regulatory policies.
- Assist in coordination of inpatient/outpatient patient care.
- Provide leadership to others through example and sharing of knowledge/skill.
- Participate in proactive team efforts to achieve departmental and company goals.
- Sustain an organized, safe, and clean work area.
- Adhere to organizational policies, practices and procedures, including OSHA standards.
- Perform other duties and responsibilities as assigned.